

State Airport Aid Application Instruction Page

The following instructions are provided to assist in applying for State Airport Aid funds.

A cover letter is required from the sponsor. The letter should explain the need for the airport project in your community and the effect improvements will have on economic growth in your area of the state. A preliminary set of plans, specifications, and cost estimates must accompany the application as well as bid results if bid quotes are required. A Construction Quantities and Cost Sheet is included in the application for this purpose. A Daily Report Sheet is also included in the application for In-Kind Services reporting. This report sheet must be filled out for each day of In-Kind Services billed to the project. Two complete copies are to be mailed to the Arkansas Department of Aeronautics, 2315 Crisp Drive – Hangar #8, Little Rock, AR. 72202.

Applications are accepted each working day of the month. Applications received after the last day of each month will be considered the next funding cycle. Applications will be reviewed during a 30-day waiting period after receipt by the Department. (Example: Applications received after the last working day of January will be acted on at the March meeting of the Commission.) Applications may be sent by FAX with hard copy to follow by mail. (FAX number is 501-378-0820)

Upon receipt of your application, you will be contacted by our office for an on-site review of the project. You will be notified by mail of the date, time, and place of the meeting in which your request will be brought before the Aeronautics Commission. You are encouraged to attend the meeting to address questions concerning your proposal. You will be notified by mail of the results of your request by the Aeronautics Commission.

Upon approval of a State Airport Aid grant, funds may be disbursed upon request when one-half of the total project (50%) is completed and documented (Partial Payment). Upon 100% completion of the project, a letter requesting final payment, submission of proper documentation, and inspection of the project, the remainder of state funds will be disbursed.

If you have any questions concerning the grant process or grant accounting procedures, please feel free to contact our office at (501) 376-6781

State Airport Aid Application – Page 1

The City/County of _____, herein called "Sponsor", hereby makes application to the Arkansas Department of Aeronautics for State funds pursuant to Act 733 of 1977, for the purpose of aiding in financing a project for the development of a municipal airport located in the city of _____ Arkansas, _____ county.

Date of Request: _____

Name of Airport: _____

Name and address of City/County Commission
sponsoring request:

Phone Number: _____

Fax Number: _____

Person to Contact about project:

Phone Number: _____

Cell Number: _____

Fax Number: _____

Name and address of Engineering Firm
(if applicable):

Contact Person: _____

Phone/Fax Number: _____

Describe the work to be accomplished: _____

State and Local Project Costs:
Please indicate:

☐ 50-50% Match

☐ 80-20% Match

☐ 90-10% Match

☐ 100%

Total Cost of Project _____

Local Share/Funds _____

Local Share/In-Kind _____

State Share _____

Federal AIP Projects:

AIP Number: _____

☐ 95-5% Match

Total Cost of Project: _____

Federal Share: _____

State Share: _____

Local Share: _____

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Provide the information listed below as it applies to your project:

Funding:

Source of Funds: _____

Source of In-Kind Services: _____

Estimated starting date of project: _____

Estimated completion date of project: _____

Project will be for: New Airport Existing Airport

Is land to be leased or purchased? _____

Description of land and cost per acre: _____

Provide the Federal AIP Grant Number (if applicable): _____

State Legislators for your area:

State Senator: _____

State Representative: _____

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The sponsor agrees to furnish the Arkansas Department of Aeronautics a copy of the legal instrument affecting use of the property for an airport. In application for a new landing site or expansion of existing facility, the FAA Form 7480-1, *Notice of Landing Area Proposal*, must be approved by the FAA before review for grant can be made by the State. Applications for hangar construction or renovation funds must include a signed lease agreement. This agreement must be in compliance with all FAA grant assurances. The application must be based on bids and include a calculated return on investment.

No land, hangars, or buildings purchased with State Grant funds may be sold or disposed of without State Aeronautics Commission prior approval. All requests for sale or disposal of property will be considered on an individual case basis. No hangar (funded by a grant from the Department of Aeronautics) shall be used for non-aviation purposes without State Aeronautics Commission prior approval. All requests for non-aviation use will be considered on a case-by-case basis. Failure to receive prior approval from A.D.A. concerning land and/or building use could result in the commission requesting grant refund from the Sponsor. Additionally, all hgr/building grant applications must include proof of insurance coverage.

No airport accepting State Grant funding may issue an Exclusive Rights lease.

All applications for navigational aids (such as NDB or ILS) must have FAA site approval before a state grant can be approved.

All Grant applications involving Federal Airport Improvement Program (AIP) funding must be accompanied by the approved FAA grant agreement with grant number assigned.

If this project is approved by the Arkansas Department of Aeronautics, and is accepted by the sponsor, it is agreed that all developments and construction shall meet standard FAA construction practices as outlined in the specifications of this agreement. Runways, Taxiways, Parking Ramps, etc. shall have a base and a thickness that will accommodate the weight of aircraft expected to operate at this airport.

All grant applicants (City and/or County) are totally responsible for compliance with all Federal, State, County, and City laws, Statutes, Ordinances, Rules, Regulations, and Executive Orders concerning contracts and purchases for which this grant is approved and issued.

It is understood and agreed that the sponsor shall start this project immediately upon award of grant. It is also agreed that this project shall be completed within one year from the date of acceptance of this grant by the Arkansas Department of Aeronautics. Applications for extension will be entertained if circumstances beyond the sponsor's control occur. Amendment requests are to be made only under extraordinary circumstances.

Funds will be disbursed according to Department procedures and final inspection of completed project (See payment instruction page). *Payment of grant funds are contingent upon the Department's annual appropriation.*

IN WITNESS WHEREOF, the sponsor has caused this Application for State Airport Aid to be duly executed in its name, this _____ day of _____, 20__.

Name of Sponsor

Authorized Signature

Title

APPLYING FOR PAYMENT OF APPROVED GRANT FUNDS

After your grant has been approved and you are ready for a partial or final payment, please provide the following documents to our office:

FOR 50-50%, 80-20%, 90-10% AND 100% STATE AIRPORT AID GRANTS, YOU MUST PROVIDE:

Letter requesting Payment (partial/final) stating completion of the project with the total amount of the project and the state share of the grant. Must be signed by City/County official or Airport Commissioner.

Invoices for all cash expenses (copies). Engineering estimates/payment requests or contracts are not acceptable to auditors and cannot be accepted by our agency.

Canceled checks to match all invoices – front and back of checks.

Copy of Deed, Title Insurance, Legal Fees (Land Purchases Only).

Daily time sheets for ALL in-kind work used as match for grant. The auditors will accept only ONE day of in-kind services on ONE Daily Report Form. The form must be filled out completely and signed by Supervisor and City/County Official. – **No Exceptions!**

An expense sheet outlining expenses/or a tape showing how the amount requested for payment was totaled.

FOR GRANTS MATCHING FEDERAL FUNDS, YOU MUST PROVIDE:

Letter requesting payment (final only) stating completion of the project. Must be signed by City/County Official or Airport Commissioner.

Copy of final Federal Aviation Administration Reimbursement Form (FAA form 271 or computer generated form accepted by the FAA).

NOTE: All City/County Airports participating in **Block grants** with the ADA must submit all payment requests to our office. The FAA will not process your payment of these grants.

WHAT YOU NEED TO RETAIN FOR YOUR FILES FOR AUDIT PURPOSES:

Original signed application requesting funds.

Letter of approval from State Office.

All amendment request/letter granting approval or denial of amendments.

Letter requesting payment (partial/final) or extension of time request for project.

All documents (originals) submitted to State office for final payment of grants.

Copy of State Warrant – Warrant is presented on final inspection and payment of grant.

A copy of plans, deeds or any documents submitted to State Office used for approval of grant.

If you have any questions concerning the process of submitting documentation for payment of your grant, please call our office at 1-501-376-6781. Ask for John Knight.

ARKANSAS DEPARTMENT OF AERONAUTICS

STATE AIRPORT AID GRANT CLASSIFICATIONS

CURRENT JULY 2011

SAAG 95-5% MATCH (FAA-STATE) AIRPORT IMPROVEMENT PROGRAM (AIP/FAA)

- * Available to airports approved for Federal funding by FAA (NPIAS Airports)
- * Limit of 5% of total project cost – State share not to exceed \$300,000
- * Limit of one State grant per FAA grant – FAA federal grant number required and all FAA Grant Assurances apply.
- * State Grant Application (5%) reviewed after Project completion and AIP (95%) paid.

SAAG 50-50% MATCH (STATE - LOCAL)

- * Available to all public owned / public use airports
- * Limited to 50% of total project cost - State share not to exceed \$300,000
- * Limit of one 50% grant per airport per fiscal year
- * Cash and/or In-kind Match required (in-kind requires pre-approval)

SAAG 80-20% MATCH (STATE - LOCAL)

- * Available to all public owned / public use airports
- * Limited to 80% of total project cost - State share not to exceed \$450,000
- * Limit of one 80% grant per airport per fiscal year
- * Cash and/or In-kind Match required (in-kind requires pre-approval)

SAAG 90-10% MATCH (STATE - LOCAL)

- * Available to all public owned / public use airports
- * Limited to 90% of total project cost - State share not to exceed \$150,000
- * Limit of one 90% grant per airport per fiscal year
- * Cash and/or In-kind Match required (in-kind requires pre-approval)

SAAG 100% GRANT (STATE ONLY)

- * Available to all public owned / public use airports
- * Emergency requests only – limited to disaster areas – declared by the Governor
- * Application must be based on Governor's Disaster Declaration. Insurance payments and other financial help will be reviewed before awarding grant.

REMARKS:

- * Limit of two buildings per fiscal year per Airport. (T-Hangar) (Hangar) (Terminal Building). Buildings must meet State Standards.
- * Limit of two State-Local grants per year per Airport (any combo). No Limit on completed FAA - State Grants.
- * All in kind match requires Pre-Approval (**NO in-kind on buildings**) All buildings funded must certify insurance coverage.
- * Source of local match funds must be reported on 'The State Application Form' and will be reviewed by Staff & Commission for approval during the Application Process. (*Normally local match funding will come from city or county budgets.*)
- * All Insurance, FEMA and other similar funding sources **must be used before** Department of Aeronautics Grant Funds.
- * To comply with FAA Grant Assurances (and State) all revenue generated at or by the Airport must be accounted for and used by the Airport for improvements and Operations. All Public Owned Airports **are expected to make every effort** to be self sustaining.

REMINDER:

- ** The **FY2012** \$15,000,000.00 Grant Program is authorized for one (1) year, July 2011 – June 2012 . The one year authorization, set at \$15,000,000.00, allows the agency to disburse that amount only if revenue is available.
- ** Projects should be started ***immediately after Commission approval*** and completed within one year. After project completion and required documentation is submitted, sponsor will be reimbursed for the approved grant amount.
- ** A 50% payment may be requested only after 50% of TOTAL PROJECT is completed.
- ** Amendments to approved grants will be considered on a case-by-case basis.

July 1, 2011

Daily Report

Date: _____

Page _____ of _____

Location: _____

Grant Number: _____

Supervisor: _____

Job Description: _____

Labor Cost					Equipment Cost				Materials Cost			
Name	SS#	Hours	Rate	Cost	Type	Hours	Rate	Cost	Type	Hours	Rate	Cost

SUB TOTAL _____

SUB TOTAL _____

SUB TOTAL _____

TOTAL COST _____

SIGNATURE OF SUPERVISOR

SIGNATURE OF CITY/COUNTY OFFICIAL

CONSTRUCTION QUANTITIES AND COST

Page ____ of ____

Airport: _____

City: _____

Date: _____

[illegible][illegible]

Grant Application Requirements for Terminal Buildings, Hangars, & T-Hangars

Completed grant application, signed by airport sponsor, should include:

- Signed cover letter on City/County letterhead requesting grant
- Copy of FAA form 7460-1 “Notice of Proposed Construction/Alteration” (Airspace Form)
- Copy of Bid Tab
- Copy of Lease Agreement signed by tenant(s) where applicable
- Plan drawings showing structure and location on facility
- Hangars other than T-hangars should accommodate aviation business/industry

NOTE: *Proof of insurance coverage for the completed building/hangar must be submitted with request for final payment of grant*

All structures must meet FAA airspace and construction guidelines for airports. If project grant is approved by the Arkansas Department of Aeronautics, and is accepted by the sponsor, it is agreed that all work shall meet or exceed State, city/county/local codes and construction shall meet standard FAA construction practices. It is also strongly recommended that all construction correspond with objectives/needs identified in the airport masterplan/CIP.

Recommendation of Minimum Standards for the Construction of Aircraft Hangars

The following is a list of items that the Department of Aeronautics recommends be included in the construction of aircraft hangars:

T-hangars

1. Finished concrete floor that is impermeable to water seepage
2. Metal Frame which meets current State code requirements
3. Metal exterior siding 26 ga. minimum
4. Interior insulation (including doors when feasible) for all fully enclosed T-Hangars.
5. Tracking for roller doors must be placed in concrete
6. Must be designed to prevent drainage infiltration
7. Termite/pest protection

Maintenance Hangars

- 1 Concrete floor with subgrade moisture barrier
- 2 Minimum concrete strength of 4000 psi
- 3 Metal Frame Which meets current State code requirements
- 4 Metal exterior siding 26 ga minimum
- 5 Interior insulation including ceiling and doors
- 6 Heating system
- 7 Tracking for roller doors must be placed in concrete
- 8 Must be designed to prevent drainage infiltration
- 9 Termite/pest protection
- 10 Door opening must accommodate maximum aircraft size reasonably expected in 20 year plan.

All mechanical and electrical work should meet or exceed existing State codes. All hangars should also have a paved apron approach. Current State of Arkansas code requirements are as follows:

70 mph wind loading

Seismic requirements depending upon Zone I, II, or III

Deflection Loading:

Ceiling L/180

Dead + Live L/120

Lateral Drift L/120

Minimum collateral load + 3#/sq. ft.

Minimum Live Load 20#/sq. ft. except in southern most areas of the State.